

**LUCY ROBBINS WELLES LIBRARY  
BOARD OF TRUSTEES MEETING  
NOVEMBER 14, 2016**

**BOARD MEMBERS IN ATTENDANCE**

Chris Bieszczad (arrived at 7:07 PM), Paul Crosswaith, Patty Foley, Judy Igielski, Iris Larsson, Maureen O'Connor Lyons, Pam Raynock, Neil Ryan, Diane Stamm, Ellen Vessella

**BOARD MEMBERS ABSENT**

Dennis Doyle, Anna Eddy, Lloyd Lirio, LeeAnn Manke

**STAFF**

Lisa Masten, Library Director  
Karen Benner, Assistant Library Director  
Gail Whitney, Secretary for the Board

**TOWN COUNCIL LIAISONS**

David Nagel

**TOWN COUNCIL LIAISONS ABSENT**

Jim Marocchini

**FRIENDS**

Mike Kiely

**CALL TO ORDER**

The meeting was called to order by Diane Stamm at 7:02 PM

**I. ROLL CALL**

**II. PUBLIC PARTICIPATION**

David Nagel stated that the last Town Council meeting was cancelled and the next scheduled meeting is November 22<sup>nd</sup>. With regard to the Town Hall Renovation Committee, 14 architects applied and they will be narrowed down to a number that the Committee feels is manageable for the interview process. The Committee meets every week, and the next scheduled meeting is Wednesday, November 16<sup>th</sup> at 5:00 PM. David also mentioned that Gary Byron has been reelected as State Representative and will continue to do his best for the Town and the Library.

**III. SECRETARY'S REPORT/COMMUNICATIONS**

Judy reported that she will send a get well card to Pauline Kruk. Judy recently went to Eastham, Massachusetts on Cape Cod and the Eastham Library just went through the expansion process and will open officially tomorrow. She was unable to take a tour, but found out that they received \$4.5 Million in grant money in 2011 and raised the other \$4.5 Million through donations, contributions, and fundraisers.

**IV. APPROVAL OF MINUTES**

Diane mentioned that she gave the wrong date for the 5K Race as May 14, 2017 and it should be May 21, 2017 so this should be changed in the October minutes.

**MOTION:** Judy Igielski made a motion to accept the minutes of October 17, 2016 as amended, Maureen O'Connor Lyons seconded the motion, and the motion to accept the minutes of October 17, 2016 as amended was approved with a 6-0 vote, with three people abstaining.

**V. REVIEW OF ANNUAL ACTIVITIES CALENDAR**

Diane reviewed the Annual Activities Calendar for the month of November which included sending out the 2017 meeting schedule to the Board of Trustees, the Friends Book Sale scheduled for November 18, 19, and 20. She encouraged the Board to attend the Book Sale and buy books, and volunteer wherever is needed. The December calendar will include beginning to speak about the 5K Race and the budget. She also encouraged the chairpersons of each committee to schedule their committee meetings.

**VI. TREASURER'S REPORT**

LeeAnn was not in attendance. Diane read the following report from LeeAnn:

Santander Bank Statement Balances as of October 31, 2016:

Money Management	\$ 5,353.12
Checking	\$10,273.11 * +

(\* actual balance in the checkbook as of 10/31/2016 is \$8,873.11.

Three checks had not cleared by the month end totaling \$1,400.00: Donna Alison Levy (summer reading program) for \$1,000.00; Gail Whitney (2 months recording secretary services) for \$300.00; and donation in memory of George Masten for \$100.) (+ Balance in the checkbook as of 11/6/2016 is \$8,979.14)

BOFI Balance - As of this date, we have not received paper statements for this account. I have asked Neil to pursue this with the Investment Advisor, but have yet to see the paper statements. I do not have online access.

FYE 6/30/2016 IRS 990 Filing - With the accountants. A big shout out to Patty Foley for her assistance as well as the library staff.

Finance Committee - Our first task will be a review of financial procedures, seeking input from the library staff, to streamline/improve efficiency, make sure we are all on the same page and duplicating efforts.

We received the Sliva family's annual donation to the fund in the amount of \$1,000. Deposited this am. Just thought you might make mention of this so Board Members are aware of those who continually support Lucy.

**VII. LIBRARY DIRECTOR'S REPORT**

Lisa reported that tonight is the last program in Diane Durette's Made In Connecticut series until next Spring: New England Cider Company from Wallingford, and 90 people registered for this program. On October 20<sup>th</sup>, author Dana Alison Levi spoke to 1,200 students between 3<sup>rd</sup> and 4<sup>th</sup> graders bused to the high school, the middle schools, and a meet and greet at the Library; this was sponsored by the Sliva Family. A joint program with the teens and children was held called Pumpkin Palooza. The Children's staff has been having 1<sup>st</sup> and 2<sup>nd</sup> grade students take field trips to the Library to familiarize them with the Library and its resources. Diane Durette is working with the Board of Education to get yearbooks in a digital format and this will be available on the Library's website and the Board of Education's website. The Library is closed on Thanksgiving, but will be open the next day on Friday. The budget preparation information was handed out at the last Town Department Head's meeting with a 0% instruction. Library

staff, Town of Newington employees, Board of Education employees and Library volunteers may attend a preview of the Friends' Book Sale from 2:30 to 4:30 PM on Friday, November 18<sup>th</sup>. Lisa is putting together a documentary series on iconic personalities one of which is Norman Lear; his niece lives in Newington so she will be contacting her to see if we could somehow have him involved. Lisa has been receiving comments about the Library not being open on Sundays. She is encouraging people to contact the Town Council regarding their feelings about this. The surveys that were done by Leslie and Alan Berger showed that Sundays are the only time that many families can go to the Library.

Diane commented to Lisa that people should put their ideas in the suggestion box. Patty suggested having the Town Councilor's emails available to people who do question the Sunday hours. Maureen stated that when she was attending the walk-through of the Library, an older gentleman approached and said that instead of fixing the outside sign that the Library should be open on Sundays. He was encouraged to contact the Town Council and Town Manager about this.

Lisa stated that the Library was open for 25 Sundays from May through October and it cost approximately \$25,000 including overtime salaries. About 400 people would come to the Library each Sunday from the hours of 1:00 to 5:00 PM.

Diane stated we need to find a way to communicate to the community that is feeling this loss and suggest they write emails to the Town Council and Town Manager. The Library doesn't have the power to bring Sunday hours back, the issue is through the Town's funding.

Chris will research getting a QR code scan and have it placed on the Library doors so people can automatically send an email to the Town Councilors, or a general town email stating that they are at the door and the Library is closed.

## **VIII. ASSISTANT LIBRARY DIRECTOR'S REPORT**

Karen reported that over the last few months she has been working on an internal training program for staff, holding short training sessions at staff meetings, and small group training sessions. These training sessions have to do with the library system, email, PowerPoint, etc. In technology, an Intermediate Word class will be held on November 17<sup>th</sup>. She has been collaborating with the Board of Education's Educational Technology Department on the Hour of Code Showcase scheduled for December 2<sup>nd</sup>. Last year Newington schools began doing an Hour of Code. The Teen Department is working with the Newington High School Media Specialists to promote a monthly book club. Karen had tickets for the January 20, 2017 Wine and Cheese Social; tickets are \$15 in advance and \$18 at the door.

## **IX. FRIENDS OF THE LIBRARY**

### **1. Mike Kiely Report**

Mike reported that the Book Sale is this weekend. At the Friends' last meeting they discussed their excess funds for the end of the year (\$32,695) and the Library's wish list. The Friends' have decided to give \$15,000 towards the Library's expansion fund, and the remainder will be used for the Library's wish list.

### **2. Board Liaison Report**

Diane attended the October meeting and she was very impressed how the Friends run their meetings; and they had 17 people in attendance. She stated that it is just great the way they raise money to support the Library. She encouraged the Board of Trustees to volunteer at the Book Sale, and attend the Wine and Cheese Social which is an age 21 and older event.

## **X. COMMITTEE REPORTS**

### **A. PEP (Planning, Evaluation, Policy)**

Ellen stated that she had no report.

### **B. Investment Committee**

Neil reported that he did not send out the third quarter reports, but will do so. He does have the paperwork for Diane's and LeeAnn's signatures to have the Library's portfolio managed by a dedicated advisor. At the Investment Committee's August 27<sup>th</sup> meeting with Dean Spada, it was agreed that the Library would go with this option. **MOTION: Maureen O'Connor Lyons made a motion to have Investacorp Advisory Services Inc. manage the investments at a cost of \$3,570 per year, Judy Igielski seconded the motion for purposes of discussion.** Patty asked if the person that will be managing the accounts has been vetted and have reviews from other people been looked at. She also questioned looking at the accounts on a daily basis and the need for that. Neil commented that up until now the Investment Committee has been very informal, meeting with the financial advisor every six months and the committee every few months. There are nine funds and each fund has a cost associated with it separate from what was paid to the financial advisor. Dean Spada suggested this format to oversee the investments on a regular basis. **MOTION: Maureen O'Connor Lyons made a motion to accept the agreement to have Investacorp Advisory Services Inc. manage the Library's investments on a daily basis as a cost of \$3,570 per year, Pamela Raynock seconded the motion, the motion passed with an 8-1 vote.**

### **C. House Committee**

#### **1. Building Walk-thru – November 5, 2017**

Lloyd was not in attendance. Diane commented that overall the Library is in good shape, some wear and tear in different areas. However, knowing that a renovation may be coming, they are not making any big strides. Some things that will be done will be steam cleaning of upholstered furniture, possible replacement of the teen area chairs, and the Town is looking at a reconfiguration of the front doors. Diane stated that the spreadsheet of things to do becomes smaller and smaller each year and the staff has done a great job.

### **D. Facility and Site**

#### **1. Renovations Committee update; Re-cap of visit to Ridgefield Library**

Maureen commented that she has received the draft feasibility study from the Bergers for the renovation, restoration, and reimaging of the Lucy Robbins Welles Library at a cost of approximately \$15 Million which is inclusive of furniture. The Facility and Site Committee is meeting on Tuesday to discuss this draft. The current Library is approximately 24,000 square feet, and the expansion is for 44,506 square feet which would meet the needs of the community for the next 25-30 years. There are recommendations regarding mobile shelving and office storage space, and to reduce the collection, and Lisa commented that reference collections are decreasing anyway, and literature in the 800s are not circulating as much. There is more circulation in popular materials such as fiction and non-fiction.

Maureen, Karen, LeeAnn, and Lisa visited the Ridgefield Library; when this renovation was done the original building was kept intact. Maureen commented that the natural light and the banks of windows

was just beautiful. There are lots of service areas for patrons and they are more contained and streamlined. All the shelving and racks are portable. The bottom level has a community room that seats up to 225 people and could be split in half.

E. Fund Development/Legacy Society

1. Update on November 1<sup>st</sup> meeting

Anna was not in attendance. The Committee did have a quick meeting on November 1<sup>st</sup> and have lots of ideas. Patty forwarded four different commercials to the Committee that have to do with legacy funds for colleges, hospital, and a university. She stated that we have a television studio, and pictures, and a video could be made to be placed on the Library's website and Facebook page. Diane stated that the Committee is moving forward.

F. Budget

Patty will schedule a meeting with the Budget Committee. She has reviewed the 2015-2106 budget for actual comparison and we did the best ever for the materials budget alone, and a great job for making sure what was allocated was actually used.

G. Technology

Chris will schedule a meeting with the Technology Committee. Lisa commented that the phone in this meeting room is an analog phone, but can be used for a conference call. Chris has done some preliminary research on information technology restrictions. Diane reminded him to check on the QR codes.

H. Nominating Committee

There was no report. The PEP Committee is responsible for filling the Town appointed position on the Library.

I. Communications Committee

1. Update on November 3<sup>rd</sup> meeting

The Committee has met, a letter has been written, and many ideas for future letters have been reviewed. Diane stated that Lisa does the fact checking on these letters prior to them being published.

**XI. OLD BUSINESS**

There was no Old Business.

**XII. NEW BUSINESS**

Diane reiterated to the Board of Trustees about volunteering at the Book Sale. She also stated that in the past the Board has donated to the Friends for the Wine and Cheese Social. **MOTION: Judy Igielski made a motion to donate \$100 to the Friends for their Wine and Cheese Social, Iris Larsson seconded the motion, all were in favor, and the motion passed with a 9-0 vote.** Maureen commented that she feels that all the Trustees should become a Friend of the Library at whatever level they are able to. The Friends support the Library in so many ways, and the Board of Trustees should in turn support them.

Judy stated that Amelia Dombrowski's son agreed that the memorial donations being made can go right into the building expansion. Diane stated that she doesn't ever want to see a restriction on donations coming into the Library unless the person specifically asks for that. The renovation is years down the road and any donation received may be needed at an earlier time; donated funds should be unrestricted so we have more flexibility.

Diane requested that everyone has electronic devices that they may be using to keep notes, or check calendar events throughout the meeting. However, if anyone is using their device while the meeting is going on just for fiddling with it, then that is rude, and she would appreciate it if the device is not being used for direct use related to the meeting, to please put it away and be present in body, mind, and spirit at the meeting.

### **XIII. PUBLIC PARTICIPATION**

There was no Public Participation.

### **XIV. ADJOURNMENT**

**MOTION:** Neil Ryan made a motion to adjourn, Ellen Vessella seconded the motion, all were in favor, and the motion to adjourn was unanimously approved at 8:45 PM with a 9-0 vote.

**The next Board of Trustees meeting is scheduled for Monday, December 12, 2016 at 7:00 PM.**